

SIGMA (ESS) Event/Hours Type

10/2017

SIGMA EVENT/HOURS TYPE

Administrative Leave (ADM1, ADM2, ADM3)	<p>Leave with pay for necessary absence from work for which annual, sick or other leave with pay is not applicable.</p> <p>Prior approval from supervisor is required.</p> <p>A comment must be entered for administrative leave use.</p> <p>See the Administrative Leave section of the LARA Employee Handbook for a listing of instances for which administrative leave may be approved.</p>
Annual Leave (ANLV)	<p>Annual leave hours used. Prior approval of supervisor is required. (per Civil Service Regulation 5.09)</p> <p>If an employee uses annual leave in lieu of sick leave, a comment must be entered stating, "A/L used in lieu of sick leave", and the reason for the leave use.</p>
Annual Leave Overtime (ALOT)	<p>Annual leave hours used by an overtime eligible employee after accruing 40 hours of work time in the week or 80 hours of work time in the bi-weekly pay period, whichever is applicable per Civil Service Rules or bargaining unit contract.</p> <p>When this event type is used, the annual leave will be paid at the overtime rate.</p> <p>Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.</p> <p>Prior approval of supervisor is required.</p> <p>If an employee uses annual leave in lieu of sick leave, a comment must be entered stating, "A/L used in lieu of sick leave", and the reason for the leave use.</p>
Annual Leave Exception Overtime (ALOX)	<p>Annual leave used by an exempt employee (i.e. not eligible for overtime) who has been approved by Civil Service to work exception overtime. This event/hours type should be used when the employee uses annual leave after accruing 40 hours of work time in the week or 80 hours of work time in the bi-weekly pay period, whichever is applicable per CS Rules or bargaining unit contract.</p> <p>When this event/hours type is used, the annual leave will be paid at the overtime rate.</p> <p>Sick leave and annual leave use is excluded from work time for purposes of determining eligibility for overtime compensation.</p> <p>Prior approval of supervisor is required.</p> <p>If an employee uses annual leave in lieu of sick leave, a comment must be entered stating, "A/L used in lieu of sick leave", and the reason for the leave use.</p>

Banked Leave Time (BLTU)	<p>Banked leave hours used.</p> <p>Banked leave time is used in accordance with the rules for annual leave use; prior approval of supervisor is required.</p> <p>If an employee uses banked leave time in lieu of sick leave, a comment must be entered stating, "BLT used in lieu of sick leave", and the reason for the leave use.</p>
Banked Leave Time - Overtime (BLOT)	<p>Banked leave time used by an overtime eligible employee after accruing 40 hours of work time in the week or 80 hours of work time in the bi-weekly pay period, whichever is applicable per CS Rules or bargaining unit contract.</p> <p>The banked leave time will be paid at the overtime rate.</p> <p>Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.</p> <p>Banked leave time is used in accordance with the rules for annual leave use; prior approval of supervisor is required.</p> <p>If an employee uses banked leave time in lieu of sick leave, a comment must be entered stating, "BLT used in lieu of sick leave", and the reason for the leave use.</p>
Banked Leave Time - Exception Overtime (BLOX)	<p>Banked leave hours used by an exempt employee (i.e. not eligible for overtime) who has been approved by Civil Service to work exception overtime. This event/hours type should be used when the employee uses banked leave hours after accruing 40 hours of work time in the week or 80 hours of work time in the bi-weekly pay period, whichever is applicable per CS Rules or bargaining unit contract.</p> <p>When this event/hours type is used, the banked leave hours will be paid at the overtime rate.</p> <p>Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.</p> <p>Prior approval of supervisor is required.</p> <p>If an employee uses banked leave hours in lieu of sick leave, a comment must be entered stating, "BLT used in lieu of sick leave", and the reason for the leave use.</p>
Callback – Premium Shift Rates (CBP1, CBP2, CBP3)	<p>This event/hours type is used when an employee is contacted at a time other than their regular work schedule and told to report for work.</p> <p>Callback hours are paid at the overtime rate.</p> <p>See the applicable bargaining unit contract or Civil Service Regulation 5.02 for callback hours eligibility and minimum hours requirements.</p>
Callback – Premium Shift Rates – Exception Overtime (CBX1, CBX2, CBX3)	<p>This event/hours type is used when an exempt employee (i.e. not eligible for overtime) has been approved by Civil Service for exception overtime and is contacted at a time other than their regular work schedule and told to report for work.</p> <p>Callback hours are paid at the overtime rate.</p> <p>See the applicable bargaining unit contract or Civil Service Regulation 5.02 for callback hours eligibility and minimum hours requirements.</p>

Compensatory Time Earned (CMPE)	<p>Overtime credit earned and converted to compensatory time earned in lieu of cash payment. Calculate the total hours to be credited by multiplying the number of overtime hours worked by 1.5. Do not enter these hours in overtime worked.</p> <p><u>NOTE: Compensatory time in lieu of cash payment for overtime is not normally approved unless required in the collective bargaining agreement.</u> In order for an employee to earn compensatory time instead of being paid cash for overtime worked, approval by OHR is required. This approval can be requested at the same time as the approval for overtime.</p>
Compensatory Time Earned plus Shift Diff. (CMS2, CMS3)	<p>Overtime credit earned and converted to compensatory time earned in lieu of cash payment. Calculate the total hours to be credited by multiplying the number of overtime hours worked by 1.5. Do not enter these hours in overtime worked. These event/hours types also calculate and pays the shift differential monies due to the employee.</p> <p><u>NOTE: Compensatory time in lieu of cash payment for overtime is not normally approved unless required in the collective bargaining agreement.</u> In order for an employee to earn compensatory time instead of being paid cash for overtime worked, approval by OHR is required. This approval can be requested at the same time as the approval for overtime.</p>
Compensatory Time Used (CMPU)	<p>For compensatory time used. If the employee has compensatory time available, or has earned compensatory time in the same pay period that annual leave is used, the compensatory time must be used prior to using annual leave except when the annual leave balance maximum has been reached.</p> <p>If an employee uses compensatory hours in lieu of sick leave, a comment must be entered stating, "COMP used in lieu of sick leave", and the reason for the leave use.</p>
Compensatory Time Used - Overtime (CMOT)	<p>For compensatory time used after accruing 40 hours of work time in the week or 80 hours of work time in the bi-weekly pay period, whichever is applicable per Civil Service Rules or bargaining unit contract.</p> <p>The compensatory hours will be paid at the overtime rate.</p> <p>Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.</p> <p>If an employee uses compensatory hours in lieu of sick leave, a comment must be entered stating, "COMP used in lieu of sick leave", and the reason for the leave use.</p>
Compensatory Time Used – Exception Overtime (CMOX)	<p>Compensatory time used by an exempt employee (i.e. not eligible for overtime) who has been approved by Civil Service to work exception overtime. This hours type should be used when the employee uses accrued comp hours after accruing 40 hours of work time in the week or 80 hours of work time in the bi-weekly pay period, whichever is applicable per CS Rules or bargaining unit contract.</p> <p>The compensatory hours will be paid at the overtime rate.</p> <p>Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.</p> <p>If an employee uses compensatory hours in lieu of sick leave, a comment must be entered stating, "COMP used in lieu of sick leave", and the reason for the leave use.</p>

Deferred Hours (DH81, DH82)	<p>For deferred hours used. Any hours reported in this column will be taken from hours deferred from 1982 to the present. Hours deferred in 1981 must be reported as regular hours worked and a memo requesting use of the 1981 deferred hours must be submitted to OHR prior to the end of the pay period it will be used.</p> <p>If an employee uses deferred hours in lieu of sick leave, a comment must be entered stating, "DEF used in lieu of sick leave", and the reason for the leave use.</p>
Family Medical Leave – Annual Leave (FMAL)	Annual leave used for an absence from work that qualifies under the Family Medical Leave Act. Employee must be on an approved FMLA leave to use this event/hours type.
Family Medical Leave – BLT (FMBL)	Banked leave time used for an absence from work that qualifies under the Family Medical Leave Act. Employee must be on an approved FMLA leave to use this event/hours type.
Family Medical Leave – Comp Time (FMCM)	Compensatory time used for an absence from work that qualifies under the Family Medical Leave Act. Employee must be on an approved FMLA leave to use this event/hours type.
Family Medical Leave – 1981 Deferred Hours (FMD1)	1981 deferred hours used for an absence from work that qualifies under the Family Medical Leave Act. Employee must be on an approved FMLA leave to use this event/hours type.
Family Medical Leave – 1982 Deferred Hours (FMD2)	1982 deferred hours used for an absence from work that qualifies under the Family Medical Leave Act. Employee must be on an approved FMLA leave to use this event/hours type.
Family Medical Leave – Holiday (FMHL)	Paid holiday hours absent from work that qualifies under the Family Medical Leave Act. Employee must be on an approved FMLA leave to use this event/hours type.
Family Medical Leave – Non-Paid Hours (FMLA)	For non-paid hours absent from work that qualifies under the Family Medical Leave Act. Employee must be on an approved FMLA leave to use this event/hours type.
Family Medical Leave – Sick Leave (FMSL)	For sick leave used for an absence from work that qualifies under the Family Medical Leave Act. Employee must be on an approved FMLA leave to use this event/hours type.
Holiday (HOL1, HOL2, HOL3)	<p>Use this event/hours type for non-worked paid holiday hours.</p> <p>Full-time employees are eligible for 8.0 hours paid holiday hours on designated holidays. Part-time employees are pro-rated according to terms of the applicable bargaining unit agreement or Civil Service Regulations.</p>

Jury Duty Hours (JUR1)	<p>Use this event/hours type to designate the hours absent from work when an employee is summoned for jury duty. See the Jury Duty Leave section of the LARA Employee Handbook for more information.</p> <p>The employee must provide verification to OHR of the dates/time served and a copy of the check issued from the court. The JUR1 hours will be changed to annual leave if the required information is not provided.</p>
Lost Time (LOST)	<p>Lost time is used when supervisory approval for use of leave credits is denied or when an employee does not have leave balances to cover their absence. This event/hours type should <u>not</u> be used if the employee is on an approved leave of absence.</p> <p>A comment must be entered stating why lost time was recorded.</p>
Military Decompression Time (NPMD)	<p>Used when an employee is absent from work under federal military “decompression” guidelines.</p> <p>This is a ‘no pay’ event/hours type.</p>
Military Service Time (NPML)	<p>Use for absences because the employee is performing required military service.</p> <p>This is a ‘no pay’ event/hours type.</p>
On Call (CALL)	<p>Use this event/hours type when an eligible employee is officially required to be ‘on call’. Refer to the applicable collective bargaining agreement or civil service regulation regarding eligibility.</p>
Overtime – Exception (OTX1, OTX2, OTX3)	<p>Overtime exception is for those employees normally ineligible for overtime (exempt employees), but who have received approval from Civil Service, on an exception basis, to receive overtime pay.</p> <p>Enter overtime exception hours for employees after 8 hours of work time a day (or beyond the number of regularly scheduled hours of work time for employees on a modified work schedule) <u>or</u> 40 hours of work time in a week <u>or</u> 80 hours of work time in a bi-weekly pay period as provided in the civil service rules and collective bargaining agreements.</p> <p>Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.</p> <p>All overtime must have prior approval from the Office of Human Resources (OHR).</p>

Overtime – Exception
Holiday
(HOX1, HOX2, HOX3)

Exception holiday overtime is for those employees normally ineligible for overtime (exempt employees), but who have received approval from Civil Service, on an exception basis, to receive overtime pay.

Enter overtime holiday exception hours when an exempt employee with exception approval works on a holiday after 8 hours of work time a day (or beyond the number of regularly scheduled hours of work time for employees on a modified work schedule) or 40 hours of work time in a week or 80 hours of work time in a bi-weekly pay period as provided in the civil service rules and collective bargaining agreements.

Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.

All overtime must have prior approval from the Office of Human Resources (OHR).

Overtime - Holiday
(HOT1, HOT2, HOT3)

Enter hours actually worked on a holiday.

Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.

All overtime must have prior approval from Office of Human Resources (OHR).

Overtime - Regular
(OVT1, OVT2, OVT3)

Enter overtime hours for employees who are eligible for overtime compensation after 8 hours of work time a day (or beyond the number of regularly scheduled hours of work time for employees on a modified work schedule) or 40 hours of work time in a week or 80 hours of work time in a bi-weekly pay period as provided in the civil service rules and collective bargaining agreements.

Sick leave and annual leave is excluded from work time for purposes of determining eligibility for overtime compensation.

All overtime must have prior approval from Office of Human Resources (OHR).

Plan A Hours
(PLNA)

To use Plan A hours an employee must complete a [Voluntary Work Schedule Adjustment Agreement](#) and submit it for approval prior to using the Plan A time. Once approved the employee will enter the amount of Plan A hours used each pay period during the term of the agreement with the PLNA event/hours type.

Banked leave hours must be exhausted before Plan A hours may be used.

Regular Hours
(REG1, REG2, REG3)

Use these event/hours types to enter regular hours worked (shift 1, 2, or 3).

School & Community
Participation Leave
(SCHL)

Enter hours used for School & Community Participation Leave. The leave will be deducted from the employee's school leave counter.

Employees must enter a comment in SIGMA (ESS) that includes the following information: 1) name of the school or community activity sponsor; 2) name of the event; 3) description of the volunteer services performed; 5) the time period that the employee performed the volunteer services.

School leave must be used in 1 hour increments (per [Civil Service Regulation 5.09](#).

Sick Leave (SKLV)	<p>Enter hours charged against sick leave balance. <u>A comment must be entered for all sick leave usage</u>, (i.e. self-ill, child ill, dr. appt., etc.) See Civil Service Regulation 5.10 or the applicable collective bargaining agreement regarding appropriate use of sick leave.</p> <p>When an illness qualifies under the Family and Medical Leave act, you must state “FMLA” in the comments section in SIGMA (ESS).</p> <p>The use of sick leave for funeral attendance is limited to family members or a person whose financial or physical care is the principal responsibility of the employee. Relationship must be noted in comments. (See Civil Service rules or bargaining agreement for the definition of a family member.)</p> <p>If an employee uses annual leave, banked leave, or comp time in lieu of sick leave then a comment must be entered stating that “A/L (or BLT or COMP) used in lieu of sick leave” and the reason for the absence.</p>
Special Pay “P” – Structural Hazard Pay (SPCP)	This event/hours type is used when an employee is entitled to special structural hazard compensation per the applicable collective bargaining agreement or civil service rules. These hours are in addition to regular hours entered.
Special Pay “R” – Out State Insurance Exams (SPCR)	Use this event/hours type to record time for out state insurance exams. These hours are in addition to regular hours entered. (DIFS employees only)
Temporary Layoff Day TLDN	This event/hours type is used only when unpaid temporary layoff days are imposed by the employer.
Union Activity (UNO1)	Enter hours granted for Union activity. Do <u>not</u> enter these hours in Regular hours worked. Prior approval from the Supervisor or OHR is required and a reason <u>must</u> be specified in comments.
Zero Hours (ZERO)	Use this event/hours type when no time needs to be entered for an employee. (i.e., for a student assistant who didn’t work any hours during a pay period or for an employee who has departed but still shows up on the HOME UNIT while the departure is processing.)